



# കേരള ഗസറ്റ് KERALA GAZETTE

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
PUBLISHED BY AUTHORITY

വാല്യം 4 Vol. IV	തിരുവനന്തപുരം, ചൊവ്വ Thiruvananthapuram, Tuesday	2015 ഏപ്രിൽ 21 21st April 2015 1190 മേടം 7 7th Medam 1190 1937 വൈശാഖം 1 1st Vaisakha 1937	നമ്പർ No.	16
---------------------	---	--	--------------	----

## PART IV Private Advertisements and Miscellaneous Notifications

### COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

#### NOTIFICATION

No. Ad. A1/KSRTS-2012/2013.

25th February 2015.

*Sub* :—CUSAT—Kerala State Right to Services Act, 2012—Implementation of—Services brought under the purview of the Act—Publication of—Reg.

*Ref* :— (1) G.O. (P) No. 55/2012/P & ARD dated 27-10-2012 notified in the Kerala Gazette dated 27-10-2012.

(2) G.O. (P) No. 56/2012/P & ARD dated 27-10-2012 notified in the Kerala Gazette dated 27-10-2012.

The Cochin University of Science and Technology, Kochi-682 022 has implemented the Kerala State Right to Services Act, 2012 (18 of 2012) introduced by the Government of Kerala, vide Government Orders referred above. In pursuance to Section 3 of the Act, the undersigned hereby notify the services, the designated Officers, the First Appellate Authority, the Second Appellate Authority and the stipulated time limit as per the Appendix, under the purview of the Act.

Kochi-22.

DR. DAVID PETER, S.,  
Registrar.

APPENDIX—I  
**Cochin University of Science and Technology**

Sl. No.	Name of Service/s	Documents to be attached with the Application Form	Time Limit	Designated Officer	I Appellate Authority	II Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>ADMINISTRATIVE OFFICE</b>						
<b>I. Examination Wing</b>						
1	Regular/Supplementary Marklists*	Nil	30 working days	Section Officer of the Concerned Section	Senior-most Officer in the Concerned Wing	The Registrar
2	Revaluation Marklists*	Previous marklist to be surrendered (surrender is required only if it is a Hologram Marklist)	15 working days			
3	Official Transcript*	Request specifying the address of the Institution, prescribed fee	25 working days			
4	Rank Certificate*	Request forwarded by HOD/Principal, prescribed fee	8 working days			
5	Percentage Certificate*	Request forwarded by HOD/Principal, prescribed fee	15 working days			
6	Provisional Certificate/Consolidated Marklist*	Consolidated marklist of final semester Examination, if issued already, prescribed fee	15 working days			
7	Duplicate Marklist	Request forwarded by Head of the Department/Principal along with the declaration of the receipt of marklists, prescribed fee	30 working days			
8	Attestation of marklist/Degree Certificate	Copies of the Marklist/Degree Certificate, prescribed fee	15 working days			
9	Verification of Academic Records	Copies of the Marklist/Degree Certificate, prescribed fee	15 working days			
10	Name correction other than Degree Certificate	Copy of the qualifying certificates	15 working days			

(1)	(2)	(3)	(4)	(5)	(6)	(7)
11	Name correction in DC	Original Degree Certificate, proof of name change, prescribed fee	30 working days			
12	Issue of Degree Certificate-Normal	Application in prescribed format Address proof, ID proof, prescribed fee	8 months after the award of Degree by the Academic Council			
13	Issue of Degree Certificate-Fast track*	Application in the prescribed format Prescribed fee, Address proof, ID proof	20 working days			
14	Duplicate Degree Certificate	FIR copy, News paper notification, latest course and conduct certificate, Copy of Consolidate Marklist/Provisional Certificate/Degree Certificate, affidavit attested by Notary on ` 100 stamp paper, prescribed fee	45 working days			
15	Classification change in Degree Certificate*	Request, Original Degree Certificate	30 working days			
16	Damaged Degree Certificate for issuance afresh	Request, Original Degree Certificate, Prescribed fee	30 working days			
17	Answer script identification after process of revaluation in the case of U.G courses (a) in case of candidates who have applied for revaluation (b) in the case of other candidates	Prescribed fee, copy of Hall tickets	30 working days 45 working days			
18	Copy of Answer script, question paper, scheme with answer key after publication of revaluation results in the case of U.G. courses (a) in case of candidates who have applied for revaluation (b) in the case of other candidates	Prescribed fee, copy of Hall tickets	30 working days 45 working days			

Section Officer of the Concerned Section  
Senior most Officer in the Concerned Wing

The Registrar

19	Certified copy of distribution of marks-original valuation, distribution of marks after revaluation	Prescribed fee, copy of Hall tickets	30 working days	The Registrar
20	Thesis submission certificate (Ph.D)	Thesis, prescribed fee	15 working days	
21	Course work equivalency Certificate (Ph.D)	Copy of notification/marklists of course work, prescribed fee	30 working days	
22	Subject specification certificate (Ph.D)	Certificate of Guide/Director, prescribed fee	30 working days	
23	Migration Certificate	Application in the prescribed format Self addressed Stamped ( ` 25 ) envelope, prescribed fee	30 working days	
II. Academic Wing				
24	Recognition Certificate** (UG and above) [Degrees issued by the members of Association of Indian Universities (AIU)]	Application in white paper Attested copy of the Degree Certificate Attested copy of the Marklist Attested copy of the Transfer Certificate Fee receipt (in original)	15 working days	Senior most Officer in the Concerned Wing
25	Recognition Certificate** (UG and above) [Degrees issued by Universities who are not members of Association of Indian Universities(AIU)]  Equivalency Certificate**	Application in white paper Attested copies of the Degree Certificate, Marklist and transfer Certificate, Syllabus, Scheme of Exam and Rules and Regulations regarding admission and conduct of the course, certified by the Registrar of the concerned University (typed documents are to be certified by the Registrar in the first and last pages, and photocopies are to be certified in all the pages) Fee receipt (in original)	6 months	
26	Eligibility Certificate (+2/Pre-Degree Level)	Application in white paper Attested copy of the Degree Certificate Fee receipt (in original)	8 working days	
				Section Officer of the Concerned Section

(1)	(2)	(3)	(4)	(5)	(6)	(7)
27	Medium of Instruction Certificate	Application in white paper Attested copies of the Marklist of Matriculation and +2/Pre-Degree Fee receipt (in original)	15 working days	Section Officer of the Concerned Section	Senior most Officer in the Concerned Wing	The Registrar
<b>III. UGC (S) Cell for SC/ST</b>						
28	Rajiv Gandhi National Fellowship for SC/ST Students	Progress Report and Bill	15 working days			
29	NSS Certificate	Details of enrolment-Name, Branch, Semester, Period etc. Details of Special Camp-Venue & Date	10 working days (subject to receipt of the Attendance Certificate)			
30	Issuance of Non-Liability Certificate to Students residing in the Hostels	Clearance from Chairman, Council of Wardens	5 working days	Section Officer of the Concerned Section		
<b>DEPARTMENTS</b>						
31	Transfer Certificate	Non-Liability Certificate from the Department Library, Central Library, <del>Youth Welfare Office, Central Office</del> for University Hostel, Department of Physical Education, UGC (S) Cell for SC/ST, Department Identity Card Copy of the Provisional Certificate (if course successfully completed)	15 working days	Section Officer of the Concerned Section/Senior most Assistant, where no Section Officer exists	The Head/Principal of the Department/School	The Registrar
32	Course & Conduct Certificate	Request of the Student with character certification by the Head of the Department	15 working days			
33	Bonafide Student Certificate	Application in white paper Fee receipt (in original) (as applicable)	10 working days			
34	Certificate for Course Fee (for availing Educational Fee Concession/Grants)	Application in white paper	10 working days			
35	Students ID Card (Duplicate)	Application in white paper Fee receipt (in original)	2 working days			
36	Issuance of Railway Concession to students	Application in white paper from the student concerned	5 working days			

## UNIVERSITY LIBRARY

**A. Membership**

31	Students	Two Photos, one stamp size and one passport size Application to be attested by the Head or Office in-Charge	One week	University Librarian	The Registrar
32	Graduate Membership	Two Photos, one stamp size and one passport size Application to be attested by a Gazetted Officer in University Service (yearly renewal) with prescribed fee, as applicable	One week	Asst. Librarian in-Charge of Circulation	
33	Institutional Membership	Letter from the institution applying for membership (yearly renewal) with prescribed fee, as applicable	One week		
34	Non-Liability Certificate	Surrender of ID Card, Borrowers Ticket and Clearance of dues-for Students on completion of course	One week		

\* The applications will be processed only after publication of result.

\*\* Issue of the certificates are limited for the purpose of getting admission to the University or for appointment to any of the services in the University.

*Note :—*The time limit prescribed for disposal of each service is subject to the condition that the application/request is complete in all respects and the applicant has satisfactorily completed all the requirements as on the date of his/her application.